

Assessment Policy (Senior Campus)

Assignments

The purpose of assignments is to broaden your learning and should involve you in developing skills such as research, summarising and synthesising. Assignments must be your own work.

At this school an assignment is any written or practical work, or oral presentation which is part of your course of study and/or which counts towards assessment for the class, and must be completed.

- All assignments are to be completed by all students.
- All assignments are to be handed in on time.
- Drafts, where required, must be shown to teachers by due dates to prove ownership of work.

Class time may be allocated so that you have an opportunity to complete part of the assignment. Teachers will assess the in-class component if the assignment is not presented on time.

Extensions for assignments are granted by Heads of Department prior to the due date for the following reasons:

- Illness up to and including deadline.

If you are in Years 11 or 12 you must produce a Medical Certificate. Students in the Middle School or Year 10 should present a note from parents requesting the extension. In some cases a Medical Certificate may be requested.

- Absence due to special circumstances.

Where special family circumstances have occurred, a parent should contact the school and speak directly with Heads of Department for approval.

- Absence on the due date.

You are to arrange for the delivery of the assignment to the school office. Student name and class teacher should be clearly indicated.

Where an extension has not been granted the completed assessment item must still be submitted. Teachers will determine the grade awarded to the late assessment item on evidence of student work observed in class prior to the due date.

Students may, in their own time, be detained by the classroom teacher to complete the assignment.

Parents will be notified by classroom teachers if the assignment is late without acceptable reason.

This policy applies to all students.

Attendance at Tests

A test is any item of written or practical work, or oral presentation scheduled at a prescribed time. Failure to adhere to these conditions may mean no result is awarded for that test.

If you do not attend school on test days you will not be given a chance to sit the test unless one of the following conditions is met:

- Medical Certificate is produced
- Case of extreme emergency (ie. bereavement occurs and is documented and approved by the Head of Department)
- Prior negotiation is made for a legitimate reason eg. School approved representative activity.
- Parental contact is made on or before the day of test.

Conclusion

Failure to follow this Student Assessment Policy, may result in a range of consequences from awarding of the lowest possible grade to loss of semester unit credit.